**Mr. Mustansar**

Lahore Pakistan

Email: mustansar-396749@gulfjobseeker.com

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| **PERSONAL INFORMATION** |

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| Date of Birth |  | 27th July 1977 |
| Qualifications |  | B.Com (Bachelor In Commerce)  |
| Last RoleObjectives |  | Sales ExecutiveAdministration, Operations,Office Management,& Sales Related Jobs |
| Nationality |  | Pakistan |

**PROFESSIONAL PROFILE:**

I am a self-started and motivated business professional with a successful track record of 16 years in Operations, Procurementand Sales.

My objective would be to utilize my education, experience and skills to the upmost in an organization with potential environment.

**WORKING EXPERIENCE:**

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| * **Sales Executive**

**(December 2008 to April 2016)** | **AIM Industries LLC****Dubai UAE**(Concreate Product Manufacture) |
| * **Sales Executive**

**(July 2016 to August 2018)*** **Sales Executive**

**(December 2018 to May 2019)** | **Branch of AIM Industries Co****Jeddah KSA**(Concreate Product Manufacture) (Real Estate Marketing ) |

*Duties & Responsibilities:*

* Organizing sales visits on weekly basis
* Demonstrate and present products & services
* Establish  new business opportunity thru networking, cold calling and referrals
* Reviewing monthly and Quarterly sales performance
* Aim to achieve set monthly or annual corporate Sales targets.
* Generates sales reports both pre and post sales calls and ensure that all the market information and opportunity are given to management with recommendations
* Builds and maintain mutually beneficial relationship with both the customers and the principal ensuring that the highest level of customer service is provided.
* Participate in marketing and business development activities to create/execute sales collateral, presentation materials, advertising and PR campaigns, tradeshow appearances, promotional campaigns, and customer/prospect mailings
* Contribute new ideas, approaches or techniques for sales and marketing, while keeping up-to-date on relevant industry trends, technologies and competitive product offerings.
* Processing inquires by phone, fax, email and personal visits; Meeting customers to discuss their requirements; Working to maintain good relations with customers.
* Collect outstanding from trade in time so as to maintain debtors to sales ratio as per company policy.

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| * **Reservation Booking Assistance**

**(April 2002 toDec 2008)** | **Pakistan Railways****Lahore - Pakistan** |

*Duties & Responsibilities:*

* To done the all type of computerized reservation Advance/Current rail ticket.
* Prepare the daily CR note handling the cash.
* Preparation the bank voucher Journal/Receipt/ payment.

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| * **Recovery supervisor**

**(Jan 1999 to June 1999)** | **Standard Charter bank** **Lahore - Pakistan** |

*Duties & Responsibilities:*

* To supervise the customer A/c
* Follow the customer by phone ,mail and goes in to the field. .

**PROFESSIONALSKILLS:**

* Proactive by nature
* Exceptional organisational skills
* Mastering written and verbal communications skills.
* Ability to work under pressure and tight deadlines
* A can-do attitude, with a passion for process improvement and good problem solving skills.

**IT& PROGRAMMING LANGUAGES KNOWN:**

* Strong proficiency in MS Office, Window Installation & Hardware Application
* Expert in Development Tools like C/C++, Visual Basic, MS Front Page, Oracle, SQL, Server 7
* Expert in Programming Languages: Turbo C++, Visual Basic, JAVA,SQL .
* Expert in using the tally 9ERP software for accounting.

**QUALIFICATIONS:**

* MSC (Master in Computer Science) from Scholars Group of Colleges Lahore, Pakistan
* B.com (Bachelor in Commerce) from Punjab College of commerce Lahore, Pakistan.

**LANGUAGES:**

* **Fluent English**
* **Basic in Arabic**
* **Native in Urdu**

**References:**

Details will be provided upon request.

**Note: I hereby witness the above mentioned information is accurate and is not of false nature.**